

<p align="center"><b>16 FACILITIES and SECURITY</b></p>	<p align="center">Page 1 of 3</p>
<p align="center"><b>Department of Forensic Science</b></p> <p align="center"><b>QUALITY MANUAL</b></p>	<p>Amendment Designator: A</p>
	<p>Effective Date: 1-February-2006</p>
<p align="center"><b>16 FACILITIES AND SECURITY</b></p> <p><b>16.1 Policy</b></p> <p>The Department will provide adequate, appropriate, safe and secure facilities for its employees, equipment, supplies and evidence.</p> <p><b>16.2 Building Criteria</b></p> <p>16.2.1 Employees will have adequate workspace appropriate for the job to be performed.</p> <p>16.2.2 Sufficient space will be provided near work areas for storage of supplies, equipment, and tools.</p> <p>16.2.3 Adequate space will be available for long and short-term storage of records, and for reference works and other literature.</p> <p>16.2.4 Appropriate space will be available for each instrument, and for the nearby storage of accessories and supplies.</p> <p>16.2.5 Work areas will be designed so as to permit the efficient flow of evidence from the time of its receipt until its return.</p> <p>16.2.6 Airflow will be designed to minimize or prevent cross contamination. If possible, bio-vestibules will be used to separate laboratory areas from common areas. Otherwise, laboratories will establish a means of ensuring and preserving a definite distinction between laboratory areas and common areas.</p> <p>16.2.7 Adequate exhaust hoods and biological safety cabinets will be provided and will have sufficient airflow to provide a safe environment.</p> <p>16.2.8 Adequate lighting will be provided for all work areas.</p> <p>16.2.9 Adequate plumbing and wiring will be available and accessible for all tasks.</p> <p>16.2.10 Heating, cooling, humidity control, and general ventilation will be adequate.</p> <p>16.2.11 A fire detection system must be in place.</p> <p>16.2.12 All laboratory entrance and exit points will be monitored and controlled.</p> <p>16.2.13 The laboratories must be secured during vacant hours by means of an intrusion alarm and security monitoring.</p> <p><b>16.3 Physical Security</b></p> <p>16.3.1 Personnel access to, and within, the interiors of Department laboratories is controlled by access systems employing keys, combinations locks, access codes, or access cards. The presence of security alarms, and Forensic Evidence Specialists, as well as closed circuit television and remote control of certain doors in some laboratories augment these controls.</p> <p>16.3.2 The security functions of Forensic Evidence Specialists are described in the Department's Security Procedures Manual.</p> <p>16.3.3 Laboratory Directors are responsible for determining the extent and type of access for each employee. The Laboratory Director or designee will maintain logs of the keys, combinations, codes, and cards for all access control points, and the employee(s) to whom access at each point has been granted. They will store those logs, and any unassigned keys or cards, in a secure area to which only they have access.</p>	

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<p>16.3.4 To ensure continued physical security, the following practices must be followed:</p> <p>16.3.4.1 Employees are strictly forbidden to loan/give their assigned keys, combinations, codes, and/or cards to <u>any</u> other person.</p> <p>16.3.4.2 The loss, theft, or other compromise of a DFS key, card, or written or electronic record of combination or code shall be reported in a timely manner to the person who issued the access medium. Appropriate action will be taken to prohibit further access using that medium.</p> <p>16.3.4.3 Lost or stolen access media to critical control points such as building entrances and evidence lockers require an appropriate response as soon as possible.</p> <p>16.3.4.4 Resignation by, or termination of, an employee, shall require the immediate return of all DFS access media. Appropriate locks, combinations and codes shall be changed as necessary.</p> <p>16.3.4.5 All employees who use access codes shall submit new codes to his/her Laboratory Director or designee semiannually, in June and December. Codes may also be requested or assigned as deemed necessary by the Laboratory Director.</p> <p>16.3.4.6 Employees working outside normal weekday hours (7:00 a.m. to 6:30 p.m.) or on a holiday or weekend shall sign into and out of a laboratory in an employee log book.</p> <p><b>16.4 Personnel Security</b></p> <p>16.4.1 Security Clearances</p> <p>16.4.1.1 Each person selected to work at the Department, to include interns, students and volunteers, must pass a background investigation by Virginia State Police. Once an applicant has accepted an offer of employment, the appropriate Laboratory Director will have the employee complete and return the Department's Release of Information and Background Questionnaire form and will have the employee fingerprinted. The completed form and fingerprint card should be forwarded to the Deputy Director prior to the employee's start date.</p> <p>16.4.1.2 The Deputy Director will initiate the investigation. The extent of the investigation will be determined on a case by case basis.</p> <p>16.4.1.3 The Deputy Director will receive the results of the investigation and make a determination of the suitability of the employee to (continue) work at the Department. The appropriate Laboratory Director will be informed of that determination.</p> <p>16.4.2 Employee Identification</p> <p>16.4.2.1 Each employee shall be issued an individual identification badge. The badge will be worn when in a laboratory, except in situations where contamination of the badge or personal injury could result.</p> <p>16.4.3 Contractors</p> <p>16.4.3.1 Employees of the Department's operations and maintenance (O&amp;M) contractors who work full-time in a laboratory will:</p> <ul style="list-style-type: none"> <li>• Be subjected to a background investigation as for an employee,</li> <li>• Be granted access as determined necessary by the Laboratory Director or designee, and</li> <li>• Wear recognizable uniforms and/or prominently displayed identification badges.</li> </ul>	

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<div> <div> 16.4.3.2 Employees of other contractors must sign into and out of a laboratory in a logbook and wear prominently displayed contractor identification badges supplied by the Department. Such personnel may be granted temporary limited unaccompanied access to controlled areas to perform their work. </div> <div> 16.4.4 Visitors </div> <div> 16.4.4.1 All persons other than Department employees, contractors, and individuals submitting or retrieving evidence, who enter a controlled access area of a laboratory are considered visitors. </div> <div> 16.4.4.2 A Department employee will appropriately escort visitors at all times. </div> <div> 16.4.4.3 Visitors must sign into and out of a laboratory in a visitor log book and wear prominently displayed visitor identification badges supplied by the Department. </div> <div> 16.4.4.4 Laboratory Directors may choose to relax the logging and badging requirements for certain visitors, such as Academy and Intoxilyzer class members and large tour groups. </div> <div> End </div> </div>	